

commercial assistant

Job Title: Commercial Assistant

Department: Commercial

Location: SEI ONE

Salary: Competitive

Overview:

We are currently looking for Commercial Assistant to join our thriving Commercial Team here at tp bennett. We are currently going through a period of growth through winning new projects and are looking to strengthen our team.

You will have strong billing and invoicing experience, preferably having worked closely with a finance team to help in forecasting and financial reporting. We require a candidate that can take ownership of the fee forecasting reports and enjoys working of their own initiative.

Key responsibilities and accountabilities:

- **Billing:**
 - Preparing invoices and Credit notes
 - Client verification requests
 - Knowledge of VAT principles desirable
 - Preparation of cash flow reports – from fee proposals to draw downs
 - Bank reconciliations
- **Financial planning:**
 - Recording fee proposals, additional fees and change requests into system
 - Data entry and upkeep of spreadsheets
 - Fee forecast trackers

- Fee forecast reports (reported to accounts and principals)
- Year End – support in auditing process
- **Ownership of the whole process**
- **Certain level of reporting**
 - Billing reports
 - Invoicing trackers
 - Support in prep of board reports, collating data for Commercial Dir
 - Data entry of resource plans (Deltek)
- **Certain level of liaison with clients**

Qualifications, Experience & Skills:

- Clear communication skills (client & internal)
- Attention to detail
- Stakeholder management
- Thorough and meticulous
- Focus on one task to completion
- Ability to meet deadlines
- Initiative
- Numerate
- Some financial background helpful
- Architectural firm exposure desirable
- Excel (Pivots and V Lookups)

If you are interested in applying for the role, please send your cv and portfolio to careers@tpbennett.com with the headline 'commercial assistant'